

**ORCHARD PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
September 21, 2021**

**PRESENT:**

Doug McFarland, President  
Ann Marie Newbury, Vice President  
Peggy Errington, Library Director  
Marianne Eimer, Secretary  
Peggy Snajczuk, ACT Liaison  
Jack Hinnners, Treasurer  
Sharon Spagnoli, Friends Representative

**Excused:**

Wendy Gloss, School Liaison  
Conor Flynn, Town Representative

**Opening:**

The meeting was opened by Doug McFarland at 8:03 AM.

**Minutes:**

The minutes were approved from our last meeting on a motion from Jack Hinnners and seconded by Ann Marie Newbury.

**Treasurer's Report:**

Jack Hinnners reported that the community funds show an increase and are considered to be in good shape. The Treasurer's Report showed that Vouchers 333 - 339 were approved for operating funds and Vouchers 478 – 479 were approved for donated funds. Doug McFarland moved to approve the report, seconded by Marianne Eimer. Motion carried.

**Contracting Library Financial Report:**

Peggy Errington reported that there is a minor rebound with revenue increases due to more printing and the collection of overdue fines once again happening. Central has allocated \$7,021.00 to the Orchard Park Public Library to offset operating costs deficits which came from Erie County Budget Office. Orchard Park Public Library was unable to collect funds due to the shutdowns from COVID-19 quarantine requirements. Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

**Librarian's Report:**

Peggy Errington reported that the in-person programs are now taking place, with the summer programs being held outside. Pre-school programs have returned to meeting inside the library. All attendance numbers are increasing except for computer use which can only accommodate fewer patrons due to social distance rules. Current statistics show that the library has achieved approximately 75% of the activity which took place in 2019. Mask mandates are being followed in order to comply with Erie County buildings regulations. . Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

**Building and Grounds Report:**

Peggy Errington reported that Robert installed door stops. The Town came for the annual inspection of the water system. It has not yet been installed due to the rainy weather this summer. It is a soaker hose plan that will be run by a timer. Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

**ACT Meeting:**

Peggy Snajczuk reported that there will be a virtual meeting on October 2, 2021 for all Board of Trustee members in the Buffalo & Erie County Public Libraries System. Set up on Zoom, agenda items include the ongoing Executive Director search, a new training requirement for Trustees, and a presentation by Ken Stone on the steps to follow in attempting to get grant funding for capital improvement projects. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

**Friends of the Library Report:**

Peggy Errington reported the status of Friends meetings have been primarily on Zoom with only one in-person meeting. Only small amounts of gift books have been accepted due to space limitations and not enough volunteer sorters. The Special Sale of Rare Book items is scheduled for November and will be housed in the main part of the library on tables. Victoria will be contacting St. John's Lutheran Church as a possible location for a future book sale to accommodate social distancing regulations. Doug McFarland moved to approve the report, seconded by Marianne Eimer. Motion carried.

**Unfinished Business:**

**B&ECPL Program Equipment & Facility Improvement Initiative**

Peggy Errington reported that the prices of the chairs and desks are guaranteed but there hasn't been any information on delivery. The CD trays have arrived which will allow the current collection to be rearranged.

**Library Expansion planning:**

Peggy Snajczuk reported she met with Ken Stone to determine options of where to start. The library can proceed putting together an RFP for design services without Town participation but definitely should continue to communicate with Town employees concerning our activities. A suggestion was made to create a Building Committee composed of 9 community members which would oversee decisions concerning construction, fund raising, and strategic plans for the expansion. It is possible to apply for Capital Funds using a combination of state funding and private funding. Next steps include establishing the Building Committee and meeting with the Town Board after new members are installed. Suggestions will be solicited at the November meeting of the Library Board of Trustees.

**New Business:**

Peggy Errington reported that the Summer Reading Initiative was very successful. One innovating example was an online reading contest which offered weekly basket prizes. A new pilot program titled "Teen Book Box" has been implemented and shows rapid growth among the teen population. Teens were surveyed in the Orchard Park Middle School and High School to determine reading interests. Librarians choose 2 books per box along with adding small gifts that are age-appropriate, which were then charged out to the requesting teen. Books had a longer than usual loan period. There will be a Kaleida Health Flu Clinic which is scheduled for October 21, 2021. Free flu shots will be offered.

**Adjournment:**

Motion to adjourn was made by Doug McFarland, seconded by Jack Hinnens. Motion was carried.  
Meeting adjourned at 9:35 AM.

Respectfully submitted by  
Marianne Eimer, Secretary